

# Voucher

## Section 8 Tenant-Based Assistance Rental Voucher Program

### U.S. Department of Housing and Urban Development Office of Public and Indian Housing

OMB No. 2577-0169 (exp. 8/31/98)

Public Reporting Burden for this collection of information is estimated to average 0.08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0169), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600.

Do not send this form to the above address.

Please read **entire** document before completing form.  
Fill in all blanks below. Type or print clearly.

Please read <b>entire</b> document before completing form. Fill in all blanks below. Type or print clearly.		Voucher Number	
1. Insert <b>unit size</b> in number of bedrooms. (This is the number of bedrooms for which the Family qualifies, and is used in determining the amount of assistance to be paid on behalf of the Family to the owner.)		1. Unit Size	
2. <b>Date Voucher Issued.</b> Insert actual date the Voucher is issued to the Family.		2. Issue Date	
3. <b>Date Voucher Expires.</b> Insert date sixty days after date Voucher is issued. (See section 6 of this form.)		3. Expiration Date	
4. <b>Date Extensions Expire</b> , if applicable.	4a. 1st Extension Expiration Date	4b. 2nd Extension Expiration Date	
5. Name of Family Representative		6. Signature of Family Representative	Date Signed
7. Name of Housing Agency (HA)			
8. Name and Title of HA Official		9. Signature of HA Official	Date Signed

### 1. Section 8 Rental Voucher Program

A. The housing agency (HA) has determined that the above named family (item 5) is eligible to participate in the Section 8 Rental Voucher Program. Under this program, the family chooses a decent, safe and sanitary unit to live in. If the owner agrees to lease the unit to the family under the Rental Voucher Program, and if the HA approves the unit, the HA will enter into a contract with the owner to make monthly payments to the owner to help the family pay the rent.

B. The HA determines the amount of the monthly housing assistance payment to be paid. Generally, the monthly housing assistance payment by the HA is the difference between the applicable payment standard and 30 percent of monthly adjusted family income. In determining the initial housing assistance payment for the family, the HA will use the payment standard in effect on the date the lease is approved by the HA. The family may choose to rent a unit for more or less than the payment standard, but this choice does not change the amount of the HA's assistance payment. The actual amount of the HA's assistance payment will be determined by the unit size selected by the family.

### 2. Voucher

A. When issuing this Voucher the HA expects that if the family submits an approvable lease for an approvable unit, the HA will have the money available to enter into a housing assistance payments (HAP) contract with the owner. However, the HA is under no obligation to the family, to any owner, or to any other person, to approve any unit or lease. The HA does not have any liability to any party by the issuance of this Voucher.

B. The Voucher does not give the family any right to participate in the HA's Section 8 Rental Voucher Program. The family

becomes a participant in the HA's Section 8 Program when the HAP contract between the HA and the owner takes effect.

C. During the initial or any extended term of this Voucher, the HA may require the family to report progress in leasing a unit at such intervals and times as determined by the HA.

### 3. HA Approval or Disapproval of Unit or Lease

A. When the family finds a suitable unit where the owner is willing to participate in the program, the family must give the HA the Request for Lease Approval (on the form supplied by the HA), signed by the owner and the family, and a copy of the proposed lease. **Note: Both documents must be given to the HA no later than the expiration date stated in item 3 or 4 on top of page one of this Voucher.**

B. The family must submit these documents in the manner that is required by the HA. HA policy may prohibit the family from submitting more than one Request for Lease Approval at a time.

C. The lease must include, word-for-word, all provisions of the lease addendum required by HUD and supplied by the HA. This is done by adding the HUD lease addendum to the lease used by the owner. If there is a difference between any provisions of the HUD lease addendum and any provisions of the owner's lease, the provisions of the HUD lease addendum shall control.

D. After receiving the request for lease approval and the proposed lease, the HA will inspect the unit. The HA may not give approval for the family to lease the unit or execute the HAP contract until the HA has determined that all the following program requirements are met: the unit is eligible; the unit has been inspected by the HA and passes the housing quality standards (HQS); the rent is reasonable; and the lease is approved and includes the HUD lease addendum.

E. If the HA approves the unit and the lease, the HA will notify the family and the owner, and will furnish two copies of the HAP contract to the owner.

1. The owner and the family must execute the HA- approved lease.
2. The owner must sign both copies of the HAP contract and must furnish to the HA a copy of the executed lease and both copies of the executed HAP contract.
3. The HA will execute the HAP contract and return an executed copy to the owner.

F. If the HA determines that the unit or lease cannot be approved for any reason, the HA will notify the owner and the family that:

1. The proposed unit or lease is disapproved for specified reasons, and
2. If the conditions requiring disapproval are remedied to the satisfaction of the HA on or before the date specified by the HA, the unit or lease will be approved.

#### **4. Obligations of the Family**

A. When the family's unit is approved and the HAP contract executed, the family must follow the rules listed below in order to continue participating in the Section 8 Rental Voucher Program.

B. The family must:

1. Supply any information that the HA or HUD determines to be necessary including evidence of citizenship or eligible immigration status, and information for use in a regularly scheduled reexamination or interim reexamination of family income and composition.
2. Disclose and verify social security numbers and sign and submit consent forms for obtaining information.
3. Supply any information requested by the HA to verify that the family is living in the unit or information related to family absence from the unit.
4. Promptly notify the HA in writing when the family is away from the unit for an extended period of time in accordance with HA policies.
5. Allow the HA to inspect the unit at reasonable times and after reasonable notice.
6. Notify the HA and the owner in writing before moving out of the unit or terminating the lease.
7. Use the assisted unit for residence by the family. The unit must be the family's only residence.

8. Promptly notify the HA in writing of the birth, adoption, or court-awarded custody of a child.

9. Request HA written approval to add any other family member as an occupant of the unit.

10. Promptly notify the HA in writing if any family member no longer lives in the unit.

11. Give the HA a copy of any owner eviction notice.

12. Pay utility bills and supply appliances that the owner is not required to supply under the lease.

C. Any information the family supplies must be true and complete.

D. The family (including each family member) must not:

1. Own or have any interest in the unit (other than in a cooperative, or the owner of a manufactured home leasing a manufactured home space).
2. Commit any serious or repeated violation of the lease.
3. Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
4. Participate in illegal drug or violent criminal activity.
5. Sublease or let the unit or assign the lease or transfer the unit.
6. Receive Section 8 tenant-based program housing assistance while receiving another housing subsidy, for the same unit or a different unit under any other Federal, State or local housing assistance program.
7. Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.

#### **5. Illegal Discrimination**

If the family has reason to believe that, in its search for suitable housing, it has been discriminated against on the basis of age, race, color, religion, sex, disability, national origin, or familial status, the family may file a housing discrimination complaint with any HUD Field Office in person, by mail, or by telephone. The HA will give the family information on how to fill out and file a complaint.

#### **6. Expiration and Extension of Voucher**

The Voucher will expire on the date stated in item 3 on the top of page one of this Voucher unless the family requests an extension in writing and the HA grants a written extension of the Voucher in which case the Voucher will expire on the date stated in item 4. At its discretion, the HA may grant a family's request for one or more extensions of the initial term.